

**EAST FORK SWIMMING POOL DISTRICT
BOARD OF TRUSTEES
GENERAL MEETING MINUTES
August 20, 2020 at 8:00 a.m.
Carson Valley Swim Center
1600 Hwy 88, Minden, Nevada**

The Board of Trustees August 20, 2020 meeting was called to order at 8:00 AM at the Carson Valley Swim Center, Minden, NV. Board members present were Chairman Mike Hardie, Vice Chairman Doug Robbins, Frank Dressel, and Travis Lee.

AGENDA

Upon motion by Lee to approve agenda, seconded by Dressel, the agenda was unanimously approved.

NO PUBLIC COMMENT

CONSENT AGENDA ITEMS

Upon motion made by Robbins and seconded by Lee. The consent agenda items 1a and 1b were unanimously approved.

1a For possible action. Approval of previous minutes from the July 16, 2020 for the special meeting and the general meeting.

1b. For possible action. Approval of general ledger cash balances, expenditures and investments through July 31,2020.

No Public Comment

2. **Discussion Only. Discussion and update on the Capital Improvement Plan ongoing projects.** Chairman Hardie introduced the item. McCullough states that the CMAR method is to make sure we're within our budget. We got our 10% design back and we were over budget. We added some additional square footage and we came in over budget. We have had two meeting and we have come up with some alternative methods of building such as using more stucco and other ways to cut costs. Even after cutting cost, the estimate was still high. So for the first time, we authorized 50% drawings so we can see more detail. We have change the roof a little bit to save money, etc. So if it's still over budget, we'll need to come back to the board to discuss and determine what the next steps are. The project was originally estimated at \$400 a square foot for the addition and \$300,000 for the boilers. The boilers came in fine, it's the addition that is coming in over budget. We estimated the project to take 4 months but Q&D estimated 6 months. We asked them to take the project back down to 4 months because it's really not a 6 month project. Hardie asked if the 50% drawings come in higher, can the board still approve. Harris states yes the board has the authorization to approve more or less. Lee asked if the addition still has 3 doors. McCullough states no, it was changed to 1 door. Harris states that we can also wait on doing the mechanical area and build it into the DH3 project. Robbins states that we should hold off on this project. We need to know what's going to happen in our community. We have no idea how long this thing is going to last. Dressel states that he feels the project is important, but it may be worthwhile to hold off. Lee states that when we went thru this process to begin with, we had lots of concerns about the project. We thought we really wanted it and needed it. I would like to see what the 50% drawings look like. Harris states that as we progress, we have projects and assets scheduled to replace and we have the money set aside, that we can postpone. Such as the decking, we don't need to replace that now but we still need to roll over the money each year. Our tax revenue hasn't change but our income has. We are going to need to use more tax money to operate till we get our business back. We have no idea how long it is going to be before we get our business back. We can look at our assets and postpone projects and replacements. All state and county entities have gone forward with their projects. Hardie states that we need a special meeting to go over 50% drawings. What if we decide just to do the boilers? How does that affect the CMAR method? McCullough states we would just do a hard

bid for just the boilers. We would do the boilers as just a regular project not a CMAR. Harris states that we shouldn't lose sight of why we were doing this project. It's for safety. We still have a good population of people coming in and working out with some pretty serious health conditions with no one in that room looking out for them. Hardie states that we will hold a special meeting on Thursday, September 3, 2020 to discuss the 50% drawings.

No Public Comment

3. Discussion Only. Discussion and update on the Asset Management Plan.

Chairman Hardie introduced the item. Harris states that the Asset Management Plan is used to track our assets. In this fiscal year we planned to spend \$60,000 on heat exchangers but we purchased the heat exchangers in the last fiscal year so that's an expense we will not have this fiscal year. We also do not need to spend the \$30,000 allocated for a second scoreboard because we have no idea when we might be having swim meets again. Also in fiscal year 2021-2022, we do not need to do the decking which saves us \$109,000, and in fiscal year 2022-2023, we can put off the lobby remodel. Hardie states that basically from now until 2023 we have strategic projects that we can postpone because they are not a high priority. Lee states that looking at the broad scheme of things, this is a great time to do projects because if we can get some major things done now then we won't have to disrupt our patrons with construction in the future. Harris states that sometime in the future all of this money will need to go back into these projects.

No Public Comment:

4. For Possible Action. Discussion and possible action on approving or denying the multiple incentive programs insurance providers are offering to insured individuals.

Chairman Hardie introduced the item. Hardie states that Silver and Fit will not come and meet with us. I strongly suggest that we deny any of these types of programs as of 12/31/2020. Lee state that since he attended the last meeting by phone, it was really hard to get the reaction in the room, he'd like to know if the guests that attended the meeting seem to understand our situation in regards to these types of programs. Hardie states that yes the guests all seemed to understand and stated that they weren't aware of the circumstances involved in these programs and were shocked at how much staff time it takes to reconcile the program every month. Harris states the whole purpose of the program was to get new people into the swim center and that hasn't happened.

Upon motion made by Lee and second by Robbins, the current incentive programs we support now are no longer adequate in providing the services we need for our patrons because they are unwilling to assist the patrons thru the process of enhanced swimming opportunities and there is a fiscal impact to the swim center. Existing programs will be terminated on 12/31/2020 and all current patrons on these programs will be notified now of the decision to terminate these programs. The motion was unanimously approved.

No Public Comment:

5. For Possible Action. Discussion and possible action to revise Personnel Policy 8.2.8 Retired Employees Swim Privileges.

Chairman Hardie introduced the item. Hardie states that the policy change in 2015 states, that in order to get a lifetime swim pass at retirement, you have to be employed full time for 10 years. Our attorney states we should grandfather in any staff that were employed by us under the 2007 policy which states "Employees who have worked for the **Employer** 5 years or more after being full time benefited, or if not benefited, have worked a total of 10 or more years shall receive free swim privileges after they retire". Lee states that he agrees employees should be grandfathered in when policies change. We should clarify with a motion that the board acknowledges, based on advice from our attorney, that policies are based on hire date

Upon motion made by Robbins and second by Dressel, based upon advice from our attorney, the board acknowledges that policies are enforces, based on the policies in effect on the date of hire. The motion was unanimously approved.

No Public Comment:

6. Discussion Only. Discussion on year-end financials.

Chairman Hardie introduced the item. Lee asks if over 100% shows we exceeded our budget. Is that a budget issues or is it a closure issue? Harris states that the budget number set the year before turned out not to be accurate because of many factors. For example, advertising and printing went over budget because we decided to have a huge 30 year anniversary party. The categories that went over, we have already made the adjustment to this year's budget. Lee states that a few of the fixed costs such as telephone expense was also exceeded. Harris states that our phone system went down and had to be totally rebuild. That was an unanticipated expense. Income was down 35%. As far as payroll expenses, although we didn't do our summer hiring, we did add 3 new positions due to co-vid 19. These were cleaning positions as well as a position in the front to check patrons and staff in taking temperatures and asking health questions. I am working with the county on the CARES act funding. I have applied for a \$65,000 reimbursement of co-vid 19 expenses including staffing, and extra protective equipment, etc. Hardie asked what our cost recovery percentage is. Harris states that she believes it is 23%. Keep in mind, we still have our audit to go through. There may be some journal entries into the last fiscal year. We have done a good job of cutting expenses and we were able to open up on June 1 because we had the staff to do it.

No Public Comment:

7. For Possible Action. Discussion and possible action to reduce hours of operation during the COVID-19 mandates.

Chairman Hardie introduced the item. Harris states Co-vid 19 pandemic has changed the world as we know it. We are trying to run this facility as efficiently as possible. When you compare the last July with a year ago, our attendance is down 73% and our income is down 75%. We know that people are still not coming out and participating in recreational programs. We also know that we are governed by OSHA and our governor's mandates of the number of people we can have in our facility at any given time. We have no idea how long these mandates will last. We have identified many ways to bring in some income, serve our community and save money. We will not fill the aquatic supervisor position at this time. In a couple of months, we will be closing the outdoor pools, usually around November 1. The schedule in your board books is updated to reflex the potential that the board will approve the reduction in hours. You will see that we are still able to serve our current patrons and all of our current programs even with this reduction in hours. We have very limited attendance during the hours of 2:30-5:30. Swim team will be here for those hours and that is guaranteed income. Weekends we have very low attendance so we could close at 3:00. We will be saving 3 hours per day, 6 part time positions which will be a savings of about \$100,000 a year. Hours will be Monday-Friday 5:30 am-2:30 pm then 5:30 pm to 7:30 pm. Weekends will be 7:30 am-3:00 pm. Long term, the swim team will stay in the 2:30-5:30 time slot until we can allow public in the swim center. Lap swimming will be in the morning and early afternoon. This is only temporary while we work through this virus.

Upon motion made by Robbins and second by Lee, for approval of the reduced hours of operation as outlined in the Carson Valley Swim Center Fall Schedule. The motion was unanimously approved.

No Public Comment:

8. Discussion Only. Report from the Swim Center Director:

August 2020 Director's Report

User Attendance: See board binder documents.

- July 2020 user attendance was down 73% from July 2019 due to the slow COVID-19 recovery.
- July 2020 user fees decreased by 75% for July 2019. Timing of payments vary from mo. to mo.

Staffing and Programming:

- Richard is retiring from his FT position with the intention of reapplying in 3 months to work PT.
- CVSC is currently offering Drop-In Lessons to families for all ages. Staff taught 650 individual lessons.
- CVSC has recently built in “Family Time” reservations and will incorporate Diving Board, Rock Wall and Water Slide usage in the near future.
- Partnered with Suicide Prevention Co-Hosting Family Nights for 3 Monday night movies.
- Director updating plan with staff on a regular basis.
- OSHA inspected facility to make sure we were complying with Nevada COVID-19 mandates and the facility passed inspection with no concerns.
- Shannon attended a webinar based on off boarding employees and culture within work environments.
- FT Supervisory staff attended a POOL Pact training on “Performance Management.”

Marketing and Public Relations

- Social media exposure and information sharing: Facebook & Instagram.
- Web based: Website, Google Business, and Alignable.
- Publications: Getaway Reno/Tahoe Area, Peak Nevada, Best of CV, Parks and Rec guide (summer edition was cancelled), Almanac.
- Emailing staff and patrons on our internal list to keep up-to-date.
- Doug Robbins and Shannon met with newly elected Commissioner Tarkanian.
- Shannon attends monthly Zoom meetings with the Douglas County Emergency Management Team.

Employee Recognition: Employee of the Month: N/A

- All employees during this unusual time of change deserve to be recognized. Everyone has worked really hard to conform to Governors Directives and maintain a level of cleanliness required during this pandemic. Patrons have had positive comments and have felt very safe coming back to the swim center.

Maintenance Updates:

- Q&D were selected for the Westside Expansion and Boiler Project. 50% drawings are being worked on with staff and project manager direction.
- Director and FT Maintenance staff completed a Risk Assessment Audit virtually with Pool Pact and leading experts in the field of Aquatics
- Daily maintenance projects are being completed.

Monthly Financial: See board binder documents.

- User fee income does not have a direct correlation to attendance. Income is dependent on timing of payments from Point of Sale System as well as billing.
- Expenditures have been evaluated in every department and cuts/reductions have been made.
- Director is working with the County on the CARES Act funding trying to determine whether or not the District qualifies for reimbursement.

No Public Comment:

9. **Possible Action. Discussion on proposed agenda items for the September 17, 2020 meeting**
Special Meeting, September 3, 2020 Discussion only
2 separate projects

Upon motion made by Dressel and seconded by Lee to adjourn meeting. Motion to adjourn meeting was unanimously approved.